

## **DA-HOW Sponsor/Sponsee Guidelines**

### **As developed for members who attend the Minneapolis Monday Night DA-HOW Meeting**

The following sponsor/sponsee guidelines are suggestions only and should be discussed between sponsor and sponsee.

#### **Guidelines**

We have found that following these daily disciplines is what helps us to recover from compulsive debting and spending one day at a time with the help of our Higher Power. Each of these guidelines is explained in more detail in the following list.

##### **1. Daily Sponsor Call**

- a. We call our sponsors at the agreed-upon time every day.
- b. We are prepared in advance for our call.
- c. Our call generally lasts no more than 15 minutes.

##### **2. Daily Spending Plan**

- a. We all have a spending plan.
- b. We commit anticipated daily amounts by category.
- c. We do not spend money we have not committed within guidelines agreed to with our sponsor or without discussing it with another sponsor.

##### **3. Daily Phone Calls**

- a. We make or receive at least one program-related call a day besides calling our sponsor.

##### **4. Daily Reading and Writing Assignments**

- a. We set aside time to do our reading and writing each day.
- b. We read the required assignment and write for up to 15 minutes on the question or topic.

##### **5. Weekly Meetings**

- a. We attend at least one DA meeting each week, preferably a DA-HOW meeting.
- b. We commit to a home meeting, when possible, and attend that meeting regularly.

##### **6. Anonymity**

- a. We practice anonymity in every area of the fellowship.

##### **7. Service**

- a. Giving service is a critical part of the program.
- b. We do this because we know we cannot keep what we have received unless we give it away.

## Explanation of Guidelines

### 1. Daily Sponsor Call

- a. We call our sponsors at the agreed-upon time every day.
- b. We are prepared in advance for our call.
  - i. Yesterday's spending is written down and ready to report.
  - ii. Today's spending is written down and ready to report.
  - iii. Our writing assignment is complete and we have spent adequate time on it.
- c. Our call generally lasts no more than 15 minutes.
  - i. We commit our numbers and read our assignment first.
  - ii. If time remains, we may discuss other issues.
  - iii. Additional time to work out difficult issues can be scheduled with our sponsors, our Pressure Relief Group, and/or worked through on our daily outreach calls.

### 2. Daily Spending Plan

- a. We all have a spending plan.
  - i. Our monthly spending plan is developed in cooperation with a Pressure Relief Group (PRG).
  - ii. When we first come into the program, we maintain spending records for about six weeks to have enough information to develop a monthly spending plan and to deal with other issues. In these early days, we simply do our best with what we have to estimate each day's anticipated spending. Normally PRGs are scheduled 6 weeks after we start the program unless there is a crisis that needs to be addressed sooner.
- b. We commit anticipated daily amounts by category.
  - i. For example, we might commit:
    1. Up to \$25 for groceries
    2. Up to \$50 for gasoline
    3. Up to \$250 for utilities
    4. \$172.84 for cell phone charges
  - ii. Some of us find it helpful to check our spending plan before making our spending commitments for the day to ensure we have enough in the categories we commit.
  - iii. Before moving money from one category to another, some people find it helpful to discuss this ahead of time with a sponsor.
- c. We only spend money we have committed.
  - i. Most sponsors accept a "buffer" (e.g. \$5, \$30, etc.) over the committed amount without having to call it in to a sponsor. We get clarity with our own individual sponsors.

- d. We only make changes to our committed spending after contacting a sponsor.
  - i. Before spending over an agreed-upon buffer, we contact our sponsor or another sponsor. Most sponsors generally say that 3 calls is enough, depending on the situation; but we leave a message on a sponsor's phone.
  - ii. If there is a major change to our monthly spending plan, we may want to discuss it with our sponsor and possibly have a PRG.

### 3. Daily Phone Calls

- a. We make or receive at least one program-related call a day.
  - i. This is in addition to our sponsor/sponsee calls, meetings or PRGs.

### 4. Daily Reading and Writing Assignments

- a. We set aside time to do our reading and writing each day.
  - i. We plan enough time to be thoughtful and thorough in our writing, and our assignment is complete in time for our sponsor call.
- b. We read the required assignment and then write for up to 15 minutes on the question or topic.
  - i. If we feel that we haven't had sufficient time to reflect on a topic, we may write for more than one day on a single assignment.
  - ii. Even if we don't understand or relate to the reading, we still write an assignment. We can write about why we don't understand or relate.
  - iii. If we are unclear about our assignment for the following day and cannot reach our sponsor, we read *something* out of the literature and write on it.
  - iv. For our assignment we only use conference-approved literature published by AA or DA.

### 5. Weekly Meetings

- a. We attend at least one DA meeting a week. We make it a priority to attend a DA-HOW meeting unless this is not possible.
- b. We commit to a home meeting, when possible, and attend that meeting regularly.
  - i. We encourage taking on a responsibility at our home meeting.
  - ii. Attending a home meeting helps us develop a network of members within the fellowship.

### 6. Anonymity

- a. We practice anonymity in every area of the fellowship.
  - i. We keep in confidence the names of our sponsors, sponsees, PRG members, those in our meetings, or those in our networks.
  - ii. We refrain from mentioning other members by name outside the meeting. If someone said something we found valuable that we would like to share, we simply say, "I heard at a meeting..." or "Another fellow told me ...."
  - iii. If we are having difficulty with another member and need to discuss our issue with our sponsor or on an outreach call, we are careful to leave out personal details that might identify the other member.
  - iv. Everything we share with our sponsors will be held in respect and confidence.
  - v. We only use our first names when talking to newspaper, television, radio and on the public internet.

## 7. Service

- a. Giving service is a critical part of the program.
- b. We do this because we know we cannot keep what we have received unless we give it away.
  - i. We give service by sponsoring, attending and contributing to meetings, giving PRGs, and contributing to the fellowship above the group level, which includes Intergroup and World Service.

## Abstinence and Abstinence Slips

We support each other's abstinence in every way we can (see the attached Abstinence document).

### Abstinence Slips

1. An abstinence slip is intentionally incurring unsecured debt.
2. While there is not consensus within the fellowship, some sponsors may consider it a slip to intentionally spend money without committing it to a sponsor. Other sponsors may not consider this a slip.
3. Each sponsor/sponsee should discuss this issue between themselves to get clarity.
4. If a sponsor or sponsee has any question about whether something is a mistake or a slip, they are encouraged to discuss the issue with other sponsors before deciding how to classify it.

### Results of an Abstinence Slip

1. For Newcomers doing the 90 precommitment questions
  - a. Our abstinence date begins with our first new day of abstinence.
  - b. Return to question 1.
2. For Sponsors
  - a. Must release all sponsees
  - b. Does not sponsor again until reaching 30 days of back-to-back abstinence
  - c. Must complete the "30-Day Recommitment" questions
  - d. Must step off the sponsor line at meetings
  - e. Our abstinence date begins with our first new day of abstinence
  - f. Does not serve on a PRG until reaching 90 days of back-to-back abstinence

## After Stepping Up

Once sponsees step up, they become sponsors and they work steps 4 through 12. They then continue working the steps as a way of life.